



Office Use Only	
Permit <input type="radio"/> Approved <input type="radio"/> Denied	Liability Insurance Required? <input type="radio"/> Yes <input type="radio"/> No
Permit # _____	_____
Department Director (or designee)	Date

PHOTOGRAPHY/FILMING PERMIT APPLICATION

Please answer all questions. Indicate "N/A" if a question does not apply.

This Application should be submitted no less fourteen (14) days prior to the date of the proposed shoot date (see permit timeline/schedule on page 2). Any misrepresentation on this Application or deviation from the final agreed-upon method of operation described herein may result in immediate revocation of the permit and/or the ability to obtain future permits. The information requested on this Permit Application will be used to determine approval of the permit. **Upon initial conversation with staff or after staff review of the completed application, it may be determined that completion of additional applications may also be required depending on the type, size and location of the shoot.** This Application must be completed by an adult eighteen (18) years of age or older and provide a valid driver's license or picture ID. No permits shall be issued to minors.

For additional information:

Parks, Recreation and Tourism—City Events & Permits
 1224 Progressive Drive Chesapeake, VA 23320 | Phone: 757-382-6411
 E-mail: ContactPRT@cityofchesapeake.net
 Office Hours: Mon—Fri 8am—5pm, Sat—Sun 10am—4pm

APPLICANT INFORMATION:

Applicant Name (**Must be on-site during shoot hours**): _____

Applicant's Address: _____ City: _____ State: _____ Zip: _____

Cell Phone: _____ Home Phone: _____

E-mail: _____

Business/School Name: _____ Type of Business: _____

SHOOT INFORMATION:

Type of Shoot: Still Photo Video* Subject Matter: _____

Date of Shoot: _____ Time of Shoot: _____ am/pm to _____ am/pm

Requested Location(s): _____

Number of Crew: _____ Actors: _____ Extras: _____ Spectators: _____

Number of vehicles: _____ (*Note: Applicant may be required to provide the production script.)

Permit does not include authority to film or photograph park visitors unless agreed to by the park visitor and a signed release is obtained by the Permittee. Permit does not give the permit holder the right to make any area of a park or public property exclusive for their use only, although some parks/areas/facilities may be rented for an additional fee. Permit holder should be aware that other park users will be walking by, through, or near the area where the shoot may be taking place and might cause minor interruptions. Appropriate signage asking park users not to interfere with the shoot can be posted with prior permission from city staff. Roads, sidewalks, trails, shelters (unless rented) or any other areas or facilities may not be blocked off before, during or after a shoot.

Type of Permit (Check one):

Personal Non-Commercial Filming/Photography (Shoot **Will NOT Impede Public Access) - No Permit Needed**

- Conducted solely for personal or family use.
- Fees are not charged for photography/film services, and photos and/or videos will not be used for financial gain.
- **Photography/filming will not** impede access to public property. No Permit application is necessary.

Personal Non-Commercial Filming/Photography (Shoot **WILL Impede Public Access)—Apply at least 14 days prior to shoot—No Application Fee**

- Conducted solely for personal or family use.
- Fees are not charged for photography/film services, and photos and/or videos will not be used for financial gain.
- Photography/filming **will** impede access to public property. Permit application is necessary. If the shoot requires any or all of the following: extensive equipment/props setup, the reservation of a specific site on public property, impediment of access to public property, restriction of a public sidewalk or roadway, and/or city staff time to facilitate filming, additional fees may be required.

Student Non-Commercial Student Filming/Photography—Apply at least 14 days prior to shoot—No Application Fee

- Available to currently enrolled students with a media assignment.
- A letter from a school official verifying the applicant's enrollment status and that the shoot is related to course work is required.
- Photos and/or videos will not be used for financial gain (including advertisements).
- If the shoot requires any or all of the following: extensive equipment/props setup, the reservation of a specific site on public property, impediment of access to public property, restriction of a public sidewalk or roadway, and/or city staff time to facilitate filming, additional fees may be required.

Professional Commercial Filming/Photography—Apply at least 14 days prior to shoot—No Application Fee

- Professional photographers and film makers. Shoot may or may not include staff and/or model(s)/actor(s). Photos and/or videos will be used for financial gain (including advertisements).
- **Shoot involves minimal equipment/props that can be hand carried by photographer and/or their staff, and photography/filming will not impede access to public property.**

Professional Commercial Filming/Photography Special Event Permit—Apply at least 60 days prior to shoot—No Application Fee:

- Professional photographers and film makers. Shoot may or may not include staff and/or model(s)/actor(s). Photos and/or videos will be used for financial gain (including advertisements).
- **If the shoot requires any or all of the following:** extensive equipment/props setup, the reservation of a specific site on public property, impediment of access to public property, restriction of a public sidewalk or roadway, and/or city staff time to facilitate filming, additional fees may be required.

PHOTOGRAPHY/FILMING POLICIES

Applicant must review, initial each section where indicated, and agree to abide by the following policies and guidelines. Violation of any of these may result in the termination of the permit.

General Policies:

Initials: _____

1. **Permit Applications must be completed by an adult eighteen (18) years of age or older**, and may be completed by a parent or guardian on behalf of a student. No permits shall be issued to minors.
2. **Applicant may be required to provide the City with a certificate of general liability insurance** naming the City of Chesapeake, Virginia as an additional insured. In the event that insurance is required, the Applicant will be required to produce a certificate of general liability that must be to the satisfaction of the City and in accordance with applicable laws and other City policies and Administrative Regulations.
3. **The Applicant, its contractors, vendors, agents, and employees shall abide by all local, state, and federal laws, rules, codes ordinances and regulations.** The Applicant is responsible for obtaining all applicable and required licenses, consents and permits.
4. **Alcoholic beverages, weapons, illegal drugs, nudity or partial nudity are strictly prohibited at City parks and on public property.** Appropriate clothing must be worn at all times. Body paint in lieu of clothing does not qualify as meeting the appropriate clothing standard. **Portrayal of activities that are illegal are not permitted within a park or public area** including, but not limited to: vandalism, the commission of a violent crime, illegal drug use or sales, dangerous or illegal stunts, nudity, or activities that would be classified as obscene, are prohibited.
5. **Smoking is prohibited within 10 feet of buildings/structures.** The use of an open flame is **strictly prohibited**. The Applicant shall comply with all federal, state and local laws with regard to fire safety and occupancy limitations. Use of battery or wired candles is permitted.
6. **Activities including minors shall be sponsored and chaperoned** at all times by an adult.
7. **The City of Chesapeake reserves the right to inspect the location at any time during any activity.** A Parks, Recreation and Tourism staff member may be present and on-site during shoots. Applicant and staff must follow the direction of city staff members at all times. If a dispute arises, call the Events and Permits department at (757) 382-6411.
8. **City property may not be removed from the premises** which includes the grounds, buildings or structures.
9. **The City is not responsible for items left on the premises** by the Applicant, Applicant's vendors or guests. If personal property is authorized to be placed or located on or within the premises under the provision of this Permit, said property shall be removed by Applicant and at the Applicant's sole expense prior to the expiration of the Permit. If the Applicant fails to remove its property, then the City may, at its option, remove such property from the premises and store the same at the Applicant's expense. The City shall not be liable for any costs or fees associated with the removal of Applicant's property upon or prior to the expiration of the Rental Permit.
10. **Applicant shall exercise diligence in protecting from damage the land, property, buildings, structures, habitats and natural resources** of the City's property in the areas covered by and used in connection with the Permit and shall be liable to the City for any damage resulting from Applicant's, or those acting upon the direction of the Applicant, acts of negligence or from the violation of the terms of this Permit or any Federal/Commonwealth of Virginia law or regulation related to protected environment. Damage restitution may be required as a result of damage to, or loss of, any City Property. No tree, shrub or other plant material may be trimmed, pruned, altered or removed without express prior approval of the city.
11. Time allowances for setup and cleanup time must be taken into account when planning and reserving rental time. **Setup and cleanup activities at the location must be completed within the park or facility operating hours.**
12. **Use of any City of Chesapeake logo(s) is prohibited without prior approval.**
13. **All arrangements for outside services/special use items** (including structures, sets, or other props other than handheld) must be listed on this permit application and coordinated with, and approved in advance by, City staff.
14. **Fees may be assessed if additional services and/or expenses are required.** Examples include public safety personnel, barricades or road closures, facility rentals, or assistance from other city departments.
15. **Storage of personal property, items or equipment** on grounds or in facilities before or after park/facility operating hours will not be permitted. This does not apply to city-sponsored events and activities.

16. **No person, including Applicant, shall paste, nail, staple, glue, tack or otherwise post any sign,** placard, banner, advertisement whatsoever, nor cause to be erected any signs whatsoever on any City property without prior approval.
17. **No person or Organizations, including Applicant, shall charge a parking fee, or any other fee,** while on location.
18. **Wedding ceremonies:** Only bird seed is permitted to be thrown. Natural petals only. Synthetic flower petals are prohibited. Candles, balloons, glitter, and confetti are prohibited. All areas around wedding sites are open to the general public.
19. **Applicant must be on site at all times during the shoot** including setup and breakdown times. Additionally, applicant shall oversee and be responsible for every aspect of the shoot which includes setup and breakdown, shoot activities, any approved outside vendor's activities and behavior, and all staff and guest activities and behavior. **All breakdown and cleanup activities must be completed before leaving and must occur within operating hours of the park and/or facility.**
20. **Vehicles are to be driven on designated roadways and parked only in designated parking areas** or on the street where permitted. Driving and/or parking vehicles or heavy equipment on athletic fields and/or park grounds, including dropping items off at shoot locations within parks, is prohibited except for city staff. Applicant may not prohibit or obstruct vehicular or public access to park streets, parking lots, sidewalks, etc. without prior approval of city staff.
21. **Installation of any item by digging into the ground or affixing in any other manner** to or on park property is prohibited unless pre-approved and supervised by staff.
22. **Applicant is responsible for cleaning up the site of the shoot** and ensuring that the area is returned to its original condition before leaving. Work and repair costs for any damage will be assessed to the Applicant.
23. **Fires are allowed in grills only, and fire pits of any kind are prohibited.** Backyard propane, charcoal grills and commercial cookers must be placed at least 20 feet away from all park structures and have a fire extinguisher on-site. NO frying of any kind is allowed on park grounds.
24. **All trash and litter must be picked up and taken off premises by Applicant.** The capacity of existing trash barrels and dumpsters is based on normal public usage of the park or facility. Because of this, Applicant is not permitted to use existing dumpsters or trash barrels and must remove from the site any and all garbage or refuse generated by their production and/or food catering.
25. **Use of generator(s) and/or electrical lighting or appliances including extension cords** must be pre-approved by city staff.
26. **Generation of mineral-based smoke, mist or fog is not permitted.** Water-based fogging equipment must be pre-approved by city staff.
27. **Benches, picnic tables, and other non-permanent fixtures may not be moved** unless pre-approved and supervised by City staff.
28. **Because of irrigation lines, staking may not be permitted in certain parks or areas** and if permission is granted to install tents, equipment, sets, props, etc., they must be secured by sand bags, water barrels or some other approved non-invasive manner. Nothing may be attached or tied down to any structure, park bench, tree, etc. without express prior permission of the city.
29. **Applicant acknowledges that the primary purpose of a park is to serve the public.** If permission is granted to temporarily exclude the public from certain areas for production purposes, the Applicant and staff must use the utmost courtesy in doing so. A notice including the company's phone number and contact information, along with the time and duration of the closure, may be posted 48 hours in advance with prior approval of the city. Applicant and staff must stay cognizant and respectful of patrons who may not wish to be photographed or filmed.
30. **Applicant is required to have a copy of the permit on location** during the entire time of the shoot. Photographers may be approached during the photo shoot for the approved permit. Failure to produce the permit may result in immediate termination of the photo shoot.
31. **Any changes to the information on this application must be communicated** to the city immediately and may affect the status of the permit.
32. **Revocation/Termination of permit:** all filming or photography permits are "revocable" on 24 hours notice or WITHOUT NOTICE if the terms of the permit are violated. Infractions of the permit policies or the deliberate making of false or misleading statements concerning intended actions in order to obtain a permit are causes for immediate revocation and termination of the permit and cause for possible prosecution. Permits will also be revoked if damage to resources or facilities is threatened, or if there is a clear danger to public health or safety. If a permit is revoked for violation of terms or causes covered in this paragraph, any fees paid shall be forfeited and not refunded. This does not apply to revocation or termination of the permit by the City due to inclement weather or other circumstances beyond applicant's control.

SPECIAL USE ITEMS: Special Use Items are subject to approval by City staff prior to Application approval.

Please note that a Certificate of Liability Insurance with the "City of Chesapeake , VA" at 306 Cedar Road, Chesapeake, VA 23322, listed as the additionally insured, may be required for vendors providing services related to, but not limited to, the following:

Please select the items below that you plan on including or check N/A if it does not apply:

- Amplified Sound: N/A Type: _____
- Generators: N/A Provider: _____
- Stages and Platforms: N/A Provider/Qty. ea: _____
- Fencing/Barricades: N/A Provider: _____
- Inflatables: N/A Provider: _____
- Catering: N/A Provider: _____
- Props: N/A Provider: _____
- Tents: N/A Provider: _____
- Sets: N/A Provider: _____
- Portable Toilets: N/A Provider: _____
- Dumpsters: N/A Provider: _____

Other features, equipment or structures: _____

Does shoot require restriction of public access to a park, facility, parking lot, sidewalk, roadway or other area of public property? Yes No

If yes, please explain: _____

Additional information/comments: _____

PERMIT APPLICATION PROCESS

Initials: _____

1. Review the permit application, then complete, sign and initial in all areas as indicated.
2. Following the permit application timeline (see pg. 2), the completed application may then be emailed, mailed, delivered in person or faxed to:

City Events Coordinator
 Chesapeake Parks, Recreation and Tourism
 1224 Progressive Drive, Chesapeake, Virginia 23320
 Phone: (757) 382-6411
 Fax: (757) 277-9365
 Email: events@cityofchesapeake.net
3. City Events staff will review your application and follow up with you by either email or phone. Please note that all applications are subject to review and submittal of an application does not grant you a permit. Upon receiving your application, staff will contact you to inform you of the status and you will be informed of any fees, further applications, documentation or insurance that may be required. The Chesapeake Parks, Recreation and Tourism department (the Department) reserves the right to require additional information or documentation regarding the applicant, applicant's company, staff, vendors, activities, etc. Moreover, the Department may postpone approval or denial of permits until receipt of any additional fees, documentation, applications or insurance certificate has been received. Failure to submit requested fees, documentation or information in a timely manner may be cause for denial of a permit.
4. Once all of the Department's requirements have been fulfilled, including payment of any fees and receipt of requested additional documentation, applications and/or information, the permit application will either be approved or denied and you will be notified of the final status. An approved permit must be present on site at all times during any shoot activities including setup and breakdown/cleanup. Any questions should be directed to the City Events Coordinator (see #2 above).
5. Applicants are required to inform the Department, in writing, of any and all changes or amendments to the original application prior to the date of the shoot.

An application for a filming permit may be denied if:

Initials: _____

- There is potential that resource damage or impairment of their value would occur that cannot be mitigated or restored.
- There is potential of unreasonable disruption of, or conflict with, the public's use and enjoyment of the site(s) being requested.
- The requested activity would place unreasonable burdens on city staff, regardless of the applicant's willingness to pay assessed cost recovery.
- There is likelihood that the activity poses health or safety risks to the public or crew.
- The requested activity will violate Federal, State, or local laws or regulations.
- Other activities are already planned or expected to occur at the same location.
- It involves access to areas normally designated closed or limited to administrative use for resource or safety reasons.
- The project includes a portrayal of activities that are illegal or not permitted within a park or public area including but not limited to: vandalism, the commission of a violent crime, dangerous or illegal stunts, nudity, or activities that would be classified as obscene.
- The requirements for supervising the project exceed the staffing capacity of the affected park.
- The production crew is unwilling or unable to provide proof of insurance or reimburse the city for costs, or fails to satisfy a material condition of the permit.
- The requested activity would unreasonably conflict with normal access to, and use and enjoyment of, the facility by patrons.
- The applicant has had a prior permit revoked within the past year due to non-payment of fees, destruction of city property or facilities, and/or infractions of prior permit terms including, but not limited to, making false or misleading statements.

RISK ACKNOWLEDGEMENT / HOLD HARMLESS CLAUSE

Initials: _____

By acceptance of this agreement and signature below, the applicant and/or group and its participants agree to see that all necessary safety precautions are followed and will indemnify the City of Chesapeake, its employees and agents, and save them harmless from and against any and all claims damages, liability and expenses in connection with loss of life, personal injury, and/or damage to property arising from or out of any occurrence arising from the exercise of the privileges granted in this agreement.

I and/or my organization certify that I/we will be responsible for any damage or loss sustained to the grounds, furnishings, equipment or unusual clean-up resulting from this event. It is also certified the I/we have read this entire Permit Application and Policies and I/we hereby agree to comply unequivocally with these provisions as promulgated, including Chapter 50 of the City of Chesapeake Code.

I hereby acknowledge that I have read, understand and agree to all terms and policies of this Permit Application.

Permit Applicant's Name (Please Print)

Date

Permit Applicant's Signature